

THE NEXT STEP



Mentoring Guide for the Reno Composite Squadron



Reno Squadron Mentor Checklist

First Meeting Between Mentor and New Member

- _____ Meet with your assigned mentor and exchange names, phone numbers, and e-mail addresses for easy contact.
- _____ Let the new member know to **contact you** once they complete the Level One and CAPT 116 Exam, or if they have questions about something.
- _____ Take a few minutes and go through the Next Step book and show the member what he/she should be working on for the next two months

First Two Months of Membership (Level One Training)

- _____ (***Pages 12-13 in Next Step guide***) The member needs to complete the Level One Training. They need to:
 1. Complete the CAP Foundations Course Online (print sections) and bring in results for squadron commander to review
 2. Complete Cadet Protection Quiz, view PowerPoint to self correct quiz, and bring in quiz results for squadron commander to review
 3. Review the Cadet Protection Program Case Study and discuss solutions with squadron commander
 4. View the Online Operational Security (OPSEC) training and make sure they click "I agree" to show they've completed the training
- _____ (***Pages 12-13 in Next Step guide***) Set up their E-Services account.
- _____ (***Pages 18-19 in Next Step guide***) Obtain the minimum required uniforms for participation in CAP events and missions. Please take a few minutes and answer any question they have about the uniform options and what uniform is worn when.
- _____ (***Pages 13-17 in Next Step guide***) Complete the open-book online CAPT 116 Exam that is on E-Services, selecting the 50 question exam. They should also take the open-book online CAPT 117 Exam that applies to what ES job they want to do.
- _____ (***Page 11 in Next Step guide***) If interested in aircrew work, see the squadron commander about signing up for an aircrew course either on-line or if a local class is available
- _____ (***Page 11 in Next Step guide***) If your mentoree is a pilot, introduce them to the operations officer, Captain Randy McInain, for questions on qualifying for CAP pilot status

Month 3 through Month 6 (Level Two Training)

- _____ (***Page 6 - 10 in Next Step guide***) Review all possible specialty tracks to

choose to pursue and sign up for one by seeing the squadron commander

_____ Although all seniors have to wait 6 months for their first promotion, review CAPR 50-17 to see if you have special qualifications that allow you to have an increased rank and let LTC Shyle Irigoin know about them

_____ (**Page 6 - 8 in Next Step guide**) See the squadron commander for assignment into a staff position under a current staff officer for additional training. Your professional and personal experiences don't have the limit your assistance to any particular area; let us know how you'd like to help!